

## ***Section 5-3. SNSEE COURSE WITHDRAWAL PROCEDURES***

### **Background**

A DLAMP participant who is notified of acceptance to attend a SNSEE course is expected to attend the course. DLAMP will accept course withdrawals by telephone or e-mail up to 30 days prior to the course start date. A participant who must withdraw from a course less than 30 days before the course starts, must notify DLAMP officially following the procedure outlined below.

After a withdrawal, the participant must submit an enrollment request and successfully complete the course within six months from the date of withdrawal. DLAMP staff will make every effort to meet the request. If the requested class is full, the participant will be placed on a waiting list and will be notified should an opening occur.

### **Notification procedure**

If withdrawal from a SNSEE course is unavoidable, the DLAMP participant must complete the SNSEE Course Withdrawal Notice and fax it to the DLAMP office and the appropriate DLAMP Component office **immediately**. Component contact information is available on the DLAMP website.

- The withdrawal notice must state the reason for the withdrawal and be signed by the participant and the participant's first and second-level supervisors.
- The withdrawal notice will be retained in the participant's DLAMP files.
- Due to the large number of DLAMP participants and the limited number of available spaces, no guarantee can be made of future course availability.
- All books and course materials **must be** returned to the shipping source within 14 calendar days of the withdrawal notification.

**Defense Leadership and Management Program  
School for National Security Executive Education (SNSEE)  
Course Withdrawal Notice**

If withdrawal from a SNSEE course is unavoidable, please complete the course withdrawal notice and fax it to the DLAMP office and your Component immediately (Component contact information is available on the DLAMP website). This applies to course withdrawals that are less than 30 days before the course start date.

- The withdrawal notice must state the reason for the withdrawal and be signed by your first and second-level supervisors.
- The withdrawal notice will be retained in your DLAMP files.
- Due to the large number of DLAMP participants and limited number of spaces available, no guarantee can be made of future course availability.

**Participant Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Work Phone Number:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_ **Course Date:** \_\_\_\_\_

**Date Registered for Course:** \_\_\_\_\_ **Date of Withdrawal:** \_\_\_\_\_

**Reason for Withdrawal:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Were course materials received?**      Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, provide date the course materials will be returned.** \_\_\_\_\_

\_\_\_\_\_  
(Participant Signature and Date)

\_\_\_\_\_  
(First Level Supervisor Signature and Date)

\_\_\_\_\_  
(Second Level Supervisor Signature and Date)

**Fax to: 703-696-9525**

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